

**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety & Standards Act, 2006)  
**Training Division**  
**2<sup>nd</sup> Floor, MMU building, Mata Sundari Road, New Delhi- 110002**

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Dated: 02<sup>nd</sup> December, 2024

**NOTICE**

**Subject: Regarding Non-Compliance in conducting the FoSTaC Training.**

It has come to the notice of FSSAI that training partners have been observed to be non-compliant with the prescribed guidelines for training calendar creation.

2. During recent inspections conducted by the FoSTaC team, it was found that training partners have been creating training calendars after the completion of the training program. This practice is a clear violation of FSSAI guidelines, which stipulate that training calendars are to be created and enrolment of the participants is to be done prior to the commencement of the training.
3. It is, therefore, instructed to all Training partners to adhere to FSSAI Guidelines and ensure that training calendars are created and participants are enrolled before the commencement of each training program.
4. It is also to be noted that in closed online training no bulk participation is allowed. For instance, no two or more participants are allowed for attending the training through a single screen/device. It is the responsibility of the respective FBO, Training Partner, Trainer and Assessor in ensuring that each trainee will attend the program using individual devices (Laptop, Mobile etc.) in order to increase the effectiveness of the online training program.
5. It is again instructed that all the training partners use the standard attendance and assessment sheet format provided on the FoSTaC portal (attached herewith) for all the training programs. Also, the training video of the respective training only should be uploaded with clear picture of all trainees, trainers, assessor and the banner. The format of attendance and assessment sheet should be pdf and training video should be uploaded in mp4 format only.
6. Please be advised that such non-compliance is a serious matter and may result in the de-empanelment or blacklisting of the training partner, trainer or assessor under the FoSTaC program depending on the severity of the case.

7. This serves as a final notice to all the training partners, trainers and assessors for adhering to the FoSTaC guidelines issued time to time.

This is issued with the approval of the Competent Authority.

(Virendra Singh Shekhawat)

Manager, Training

Copy to:

1. IT division with a request to upload in the FSSAI website and FoSTaC website



